



**ANNUAL REPORT FOR THE FINANCIAL YEAR 2021
(APRIL 2020 TO MARCH 2021)**

**SINGAPORE TAEKWONDO FEDERATION
(UEN: S74SS0031A)**



Content

1. About us
2. Overview of the Singapore Taekwondo Federation
3. Welcome message from the Acting President
4. The Board
5. Highlights of the Year
6. Our Work: Programmes & Activities
7. The Year Ahead
8. Governance

1. ABOUT US

Our Vision

The vision of the Singapore Taekwondo Federation is that the sport makes better persons and enjoys wide participation and the organization has a tradition of helping potential players realize their dreams of being champions and contributing to the community.

Our Mission

The Mission of the Federation is to inculcate the right values in its members, promote the art and sport widely, provide participants with optimum opportunities to develop their potential by having sound support, development programmes and services and play a role in supporting the Singapore Government's programmes and helping charitable causes.

Our Core Values

Sportsmanship	We believe that Taekwondo is a moral pursuit requiring rules to be respected and dignity to be maintained under all circumstances
Integrity	We foster high ethical and professional standards.
Growth	We adapt, upgrade and change in pursuit of excellence.
Human-centred	We strive to meet participants' needs and are responsible for their enjoyment and appreciation of the sport.
Teamwork	We value the strength of working together.

Our Goals

The goals of the Federation are to

- expand its membership further;
- achieve more sporting excellence;
- provide its members with better quality activities and services;
- continue supporting the Singapore Government's programmes; and
- play a more active role in helping charitable causes.

Our Objectives

- a. Promote, develop and increase participation for the sport of Taekwondo in Singapore.
- b. Promote physical activity for health and wellness, foster community engagement and bonding for social inclusiveness and integration, and inspire the Singapore Spirit through the sport of Taekwondo.

- c. Unify, co-ordinate, sanction and organise Taekwondo activities in Singapore, including national and international Taekwondo tournaments, demonstrations and gradings.
- d. Raise the competitive standards of Taekwondo athletes in Singapore for sustainable elite level performance at international competitions and multi-sport major games.
- e. Provide sport pathways and opportunities for the progression and advancement of Taekwondo practitioners, coaches and technical officials in Singapore.
- f. Raise the technical capability of Taekwondo coaches and technical officials in Singapore.
- g. Do all things complementary or incidental to attain the aforesaid objects

2. OVERVIEW OF THE SINGAPORE TAEKWONDO FEDERATION

- STF was registered as a society on 26 July 1974.
- STF was registered as a charity under the Charities Act (Chapter 37) since 12 January 2011.
- STF was accorded IPC (Institution of Public Character) status from 12 March 2021 to 11 March 2022.
- STF has the Constitution and By-laws as its governing instrument.

Unique Registration Number (UEN):

S74SS0031A

Bankers:

DBS Limited

Registered address:

35, Joo Chiat Place, Singapore 427 759

Lawyers:

Templars Law LLC

Auditor:

KLP LLP

Investment in Fixed Deposits:

Maybank Singapore Ltd

Hong Leong Finance Ltd

Book keeping & GST Services:

Catalyst Business Consultants Pte Ltd

3. WELCOME MESSAGE FROM THE ACTING PRESIDENT, MR. DAVID KOH

It gives me great pleasure to welcome all of you and thank you for making the time to attend our 44th STF AGM.

The last year was indeed very challenging in many aspects, given the challenges and constraints by the COVID-19 pandemic.

As a consequence of the precautionary measures to manage the risks of transmission, our physical Taekwondo training had to be reduced and even suspended. However, the resilience of our athletes and coaches prevailed and we persevered and continued with online training and modified training.

STF reached out to our affiliates with the following initiatives:

- a. allow higher poom/dans to send grading videos (up till 3rd dan) to STF
- b. coaches were also allowed to conduct gradings for the lower belts, and when necessary online
- c. For higher dans (4th and above), STF conducted small-group physical gradings twice a year
- d. Poomsae Coaching courses with limited class sizes were also conducted in March 2021

STF SUSPENSION

Next, I will touch on the STF suspensions. The Board have been working very closely with the Interim Management Committee (IMC) and SSI in our efforts to be reinstated. We appreciate IMC's guidance as we establish and practice good governance so that the IMC can recommend to WT to lift the suspension of STF at the appropriate time.

OTHER MILESTONES/MATTERS

At the last STF AGM in September 2021, we arrived at several significant milestones. It was done online and 9 very committed and dedicated Board members were elected, with a common purpose of serving the fraternity and making a positive difference.

For the first time, an Athlete's Commission Chairman was elected by eligible national athletes to give our national athletes a voice on the Board. We are glad to welcome Mr Lawren Poh in his new role.

The Secretariat was also rejuvenated with the hiring of our new CEO, Mr Phoi Kwok Eng, Operations Manager, Mr Kang Rui Jie (SEA Games Gold Medallist in 2015) and Ms May Chan, Finance Executive. STF will like to put on record our appreciation for Ms. Rosalind Ng for her years of service.

The year ended in sadness, with the loss of our former STF President Mr. Milan Kwee. A loss not just for Singapore Taekwondo but to World Taekwondo and the Singapore sporting fraternity. We all mourned the passing of a great leader who had actively contributed and inspired selflessly.

We end the year as it started, with COVID-19 looming over our heads. It is still uncertain how long COVID-19 will affect us. I urge members to stay vigilant and comply with the safe management measures mandated by the authorities. STF will assess the situation and hope that we can organize tournaments and courses in the upcoming year.

Lastly, the Board will like put on record its appreciation to everyone for their cooperation and support for the last year and we look forward to another year ahead.

4. THE BOARD

4.1 The Board for the Financial Year 2021 comprises of the following office bearers:

S/N	Designation	Name of Board Member	Occupation	Date appointed	Past appointment
1	President	Mr. Edwin Lee Yong Chuan	Businessman	26 Sep 20	2020

2	Deputy President	Mr. Koh Choon Seng David	Director	26 Sep 20	2008 ¹
3	Secretary General	Mr. Lai Han Seng	Director	26 Sep 20	2011 ²
4	Assistant Secretary General	Mr. Ho Kee Khoon Michael	Manager	26 Sep 20	2020
5	Honorary Treasurer	Mr. Lim Peng Siah	Director	26 Sep 20	2020
6	Assistant Honorary Treasurer	Mr. Lee Thiam Poh	Assistant Manager	26 Sep 20	>20 years ³
7	Member	Mr. Sebastian Lee Yew Jin	Events Manager	26 Sep 20	2015
8	Member	Mr. Tan Cheng Hui	Professional	26 Sep 20	>20 years ⁴
9	Member	Mr. Ng Hwa Ann	Director	26 Sep 20	
10	Member	Mr. Poh Tze Chap	Cybersecurity Consultant	26 Sep 20	NA
11	Independent Board Member	Mr. Ooi Yu-Chuen Arthur	Banker	16 Feb 21	2021

4.2 The following members were appointed during this term:

6.7.1 Mr. Ooi Yu-Chuen Arthur as Independent Board Member

Executive Management Team

S/N	Name of Staff	Designation
1	Mr. Phoi Kwok Eng	Chief Executive Officer (appointed on 24 Aug 2020)
2	Mr. Kang Rui Jie	Operations Manager

¹ Served in the STF MC for >10 years due to (to state reason)

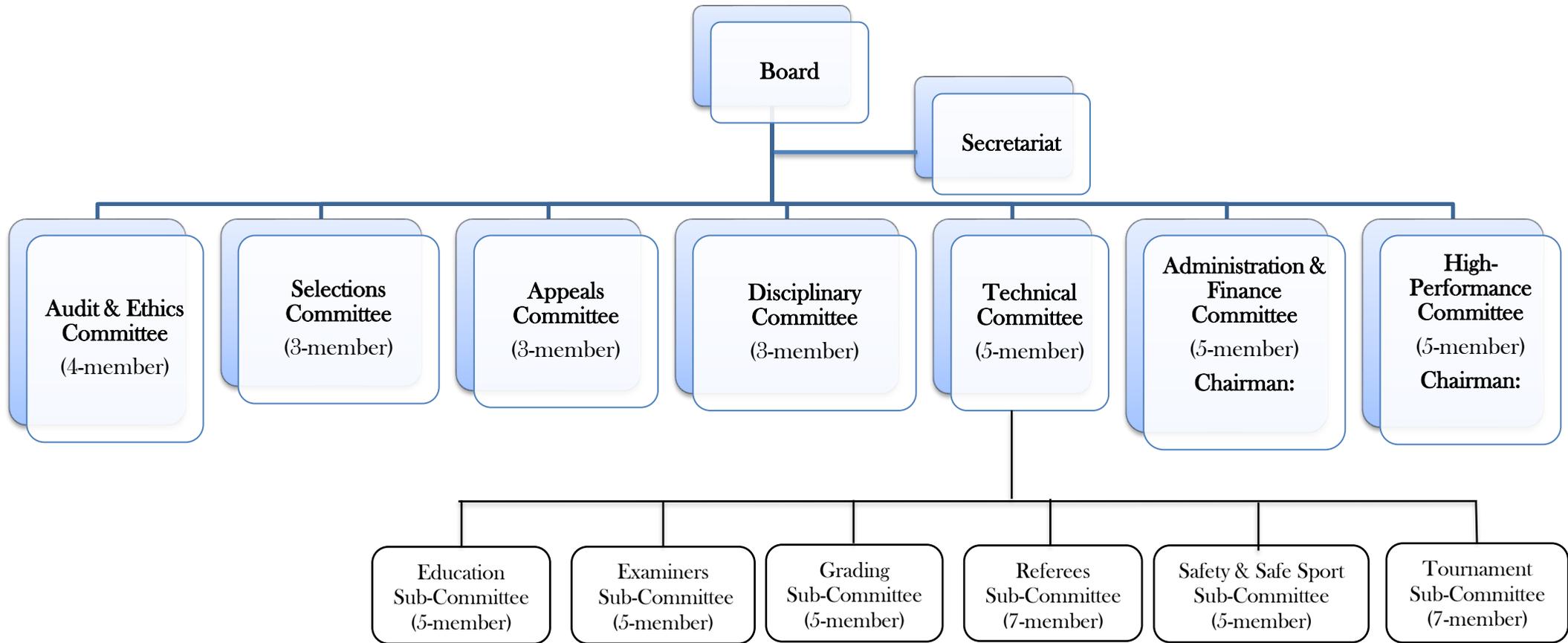
² Served in the STF MC for >10 years due to (to state reason)

³ Served in the STF MC for >10 years due to (to state reason)

⁴ Served in the STF MC for >10 years due to (to state reason)

SINGAPORE TAEKWONDO FEDERATION

ORGANISATION CHART



5 HIGHLIGHTS OF THE YEAR

6.7.2 Financial Reserve Policy

6.7.3 The charity has a reserve policy for long-term stability of the operations and it ensures that there are sufficient resources to support the charity in the event of unforeseen circumstances. As a general rule of thumb, the charity has 6 years of operational expenditure kept as reserves. The reserve level is reviewed yearly by the Board to ensure that the reserves are adequate to fulfil the charity's continuing obligations.

5.1.2 The financial reserves are to provide financial stability and the means for the development of the Federation's numerous activities. The STF financial reserves position are as follows:

	FY2021('000)	FY2020('000)	% Increase/Decrease
Unrestricted Funds (Reserves)	\$6,515	\$6,403	1.75
Restricted / Designated Funds:	NA	NA	NA
- Building Fund	NA	NA	NA
- Education Fund	NA	NA	NA
- Others	NA	NA	NA
Endowment Funds	NA	NA	NA
Total Funds	\$6,515	\$6,403	1.75
Ratio of Reserves to Annual Operating Expenditure	9.33	5.57	

5.1 Remuneration & Staff Matters

5.2.1 None of the STF staff receives more than \$100,000 in annual remuneration each for FY2020/2021.

5.1.2 None of the STF Board members receive any remuneration for FY2020/2021.

5.1.3 There is no paid staff who are close members of the family of the Executive Head or Board Member, who receives more than \$50,000 during the year.

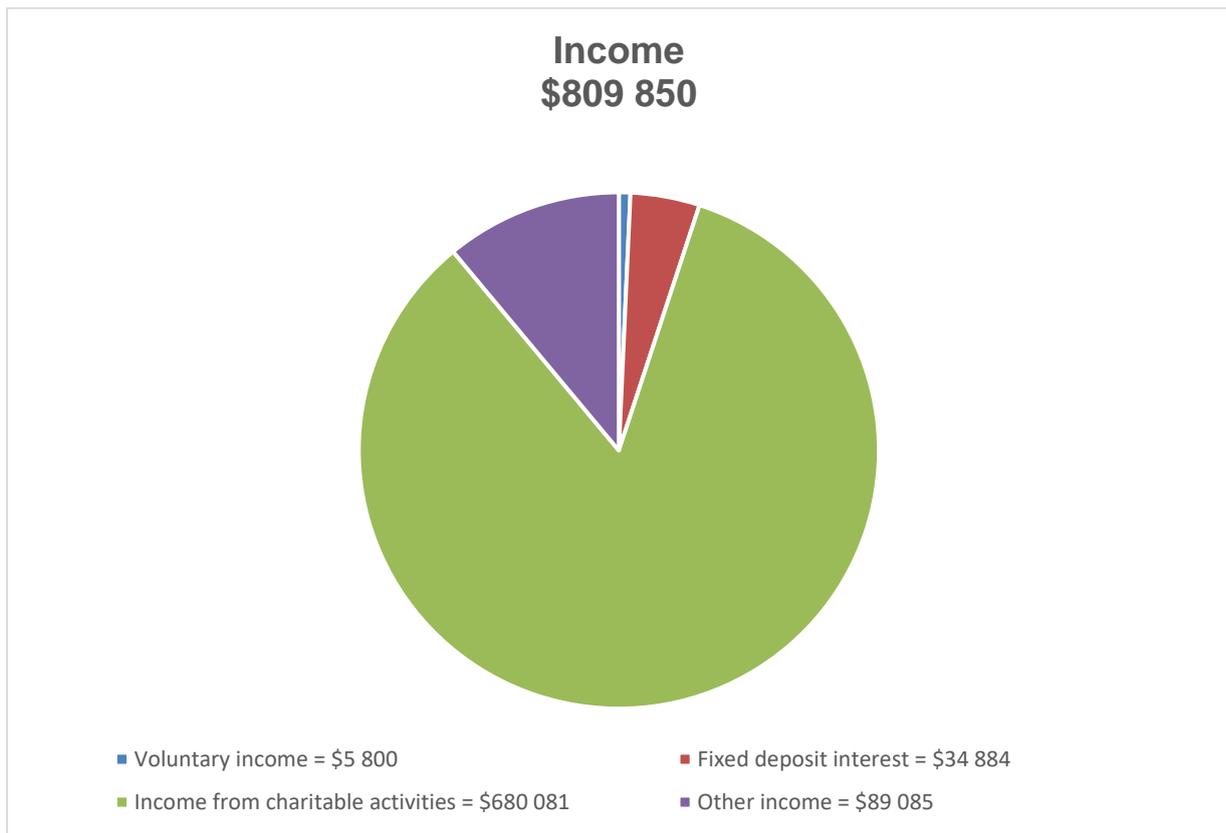
5.2 Summary of Financial Performance for the Financial Year ended 31 March 2021

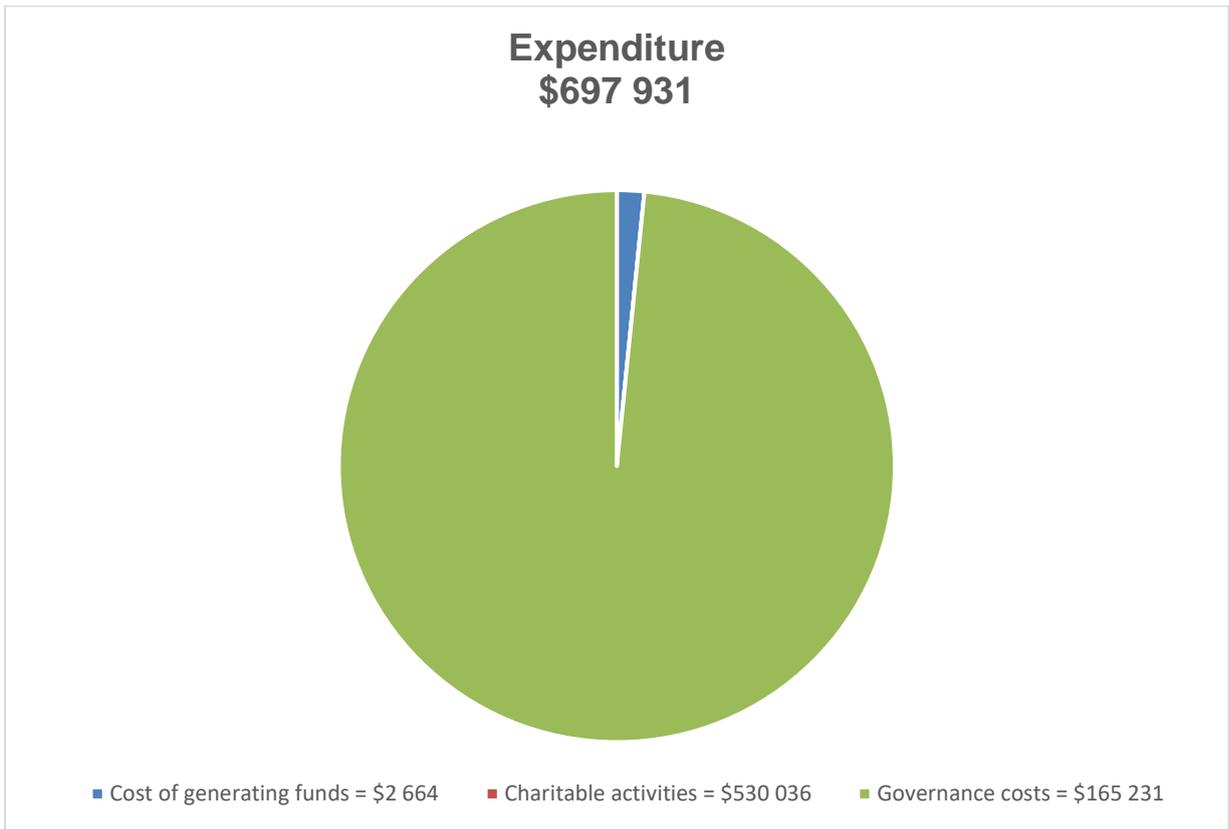
There has been a reduction of \$893 746 in this year's income when compared with last year. This is due to the significant drop in the fixed deposit interest rates.

There has been a reduction of \$450 878 in expenditure due reduction in number of STF events due to the Covid-19 pandemic restrictions.

There has been a surplus of \$111 919 for the year.

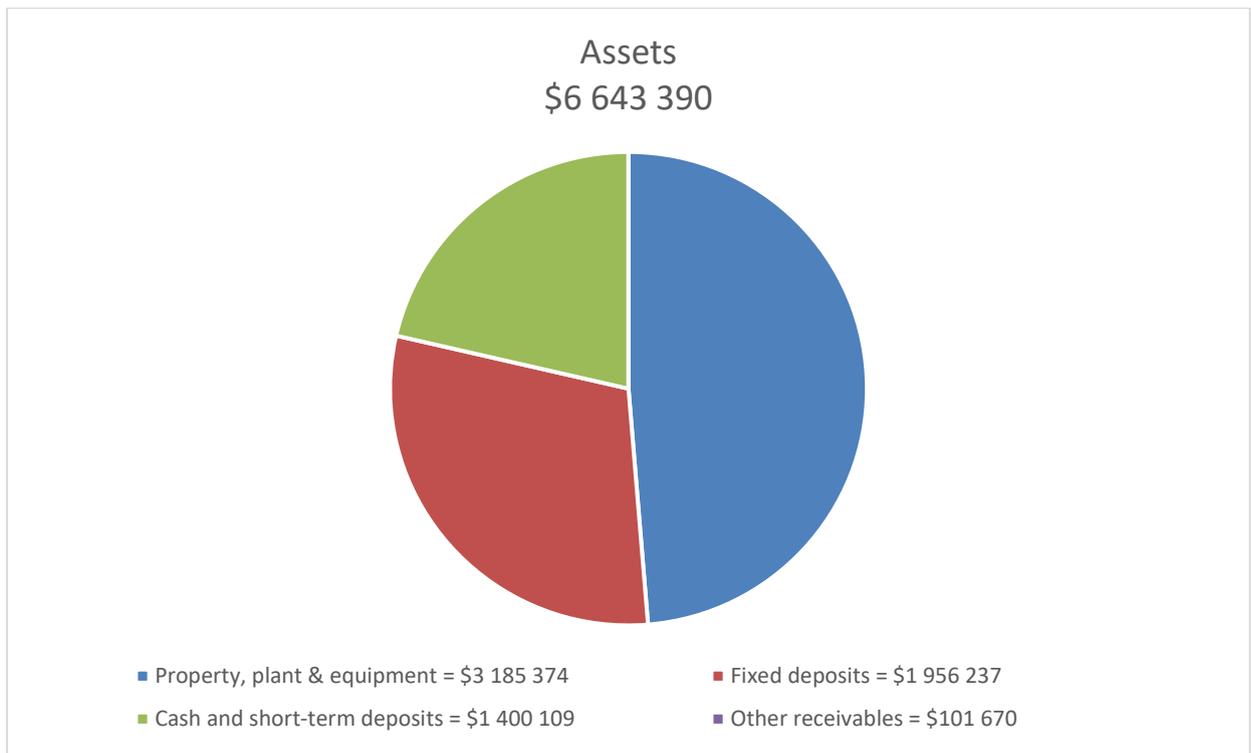
The accumulated funds is reported at \$6 514 885 and not in deficit.





5.3.1 Purpose of Charitable Assets

The STF assets (current and non-current) are currently managed by the Board with a strict risk-assessment and control approach. The Board’s main strategy and purpose is to keep in possession it’s current property at 35 Joo Chiat Place, Singapore 427 759 as its most valuable fixed asset and generate interest revenue from its liquid assets in cash.



6. Our Work: Programmes & Activities

6.1 Events

6.1.1 The notable events for the period under review are summarized in the table:

S/N	Events Categories	No of Events
1	Courses, Seminars and Workshops	2
2	Centralized Grading Sessions	4
3	Tournaments – Local	2
4	Tournaments – Local	3
5	Others – Overseas Engagement	11
	Total	22

6.7.4 Courses, seminars and workshops

S/N	Date	Event	Organiser	No. of Participants
1	20–21 Mar 2021	Poomsae Coach Course	STF National Training Centre	24

2	27– 8 Mar 2021	Poomsae Coach Course	STF National Training Centre	24
Total number of participants				48

6.7.5 Centralised Grading Sessions

S/N	Date	Event	Venue
1	April 2020	176 th Centralized Grading	Online Grading
2	August 2020	177 th Centralized Grading	Online Grading
3	October 2020	178 th Centralized Grading	Online Grading
4	January 2021	179 th Centralized Grading	Online Grading

6.4 Local Tournament

S/N	Date	Event Name	Organiser	Venue
1	28–31 Oct 2020	Taekwondo Resilience Online Poomsae Championships 2020	J H Kim (Bukit Timah)	Online
2	21–27 Dec 2020	Taekwondo Fortitude Online Poomsae Championships 2020	J H Kim (Bukit Timah)	Online

6.5 International Tournament

S/N	Date	Event Name	Location	TeamSG Members
1	21 Oct–14 Nov 2020	Online 2020 WT Asia Poomsae Championship	Online	2
2	8 Nov–13 Dec 2020	Online 2020 WT Poomsae Championship G2	Online	2
3	28 Mar–28 Apr 2021	Online 2021 WT Poomsae Open Challenge I(National Team Category)	Online	3
Total Team Singapore Members Represented:				7

6.6 Others – Overseas Engagements

S/N	Date	Event Brief Description
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1	2–4 Oct 2020	Mr. Lai Han Seng, Mr. Tan Cheng Hui, Mr. Tan Kok Heng and Mr. Michael Ho attended the 4 th World Para Coach Taekwondo ONLINE International Coach Certification Course (Level 1)
2	6–7 Oct 2020	Mr. Lai Han Seng, Mr. Tan Cheng Hui, Mr. Tan Kok Heng and Mr. Michael Ho attended the 4 th World Para Taekwondo Online National Classifier Certification Course (Level I)
3	10–11 Oct 2020	Mr. Lee Thiam Poh and Mr. Lee Thiam Huat attended the WT Online International Kyorugi Referee Refresher Course
4	13– 14 Oct 2020	Mr. Tan Cheng Hui, Mr. Tan Kok Heng and Mr. Michael Ho attended the 5 th World Para Taekwondo Online National Classifier Certification Course (Level I)
5	21 Oct–14 Nov 2020	Mr. Lee Thiam Poh was appointed as IR for Online 2020 World Taekwondo Asia Poomsae Championships.
6	1 Nov-4 Dec 2020	Mr. Lee Thiam Poh, Mr. Lee Thiam Huat and Mr. Tan Kok Heng were appointed as IR for Online 2020 World Taekwondo Asia Poomsae OPEN Championships
7	16 Nov 2020	Mr. Lai Han Seng, Mr. Tan Cheng Hui, Mr. Michael Ho and Mr. Tan Kok Heng attended the 1 st MNA Para Taekwondo Workshop.
8	20–22 Nov 2020	Mr. Tan Cheng Hui, Mr. Lee Thiam Poh, Mr. Lee Thiam Huat and Mr. Tan Kok Heng attended the WT Online International Coach Certification Course (Level II)
9	27–29 Nov 2020	Mr. Michael Ho was appointed as IR for The Best of International Indonesia Changmookwan.
10	28–29 Nov 2020	Mr. Michael Ho attended the 3 rd WT online International Kyorugi Referee Refresher Course.
11	4–6 Dec 2020	Mr. Lai Han Seng, Mr. Tan Cheng Hui, Mr. Michael Ho and Mr. Tan Kok Heng attended the 3 rd World Para Taekwondo ONLINE International Coach Certification Course [Level II]

6.8 Membership

6.8.1 The Federation membership composition are as follows:

Membership Type	March 2021	August 2020
Ordinary Affiliates	70	70
Associate Affiliates	50	44
Total	120	114

6.7.2 The new affiliations and de-registrations are listed below.

a. Affiliation

b. De-affiliation

<u>Affiliates</u>	Nil
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Nil <u>Associate Affiliates</u> Hybsport TKD Taekwondo Club@Punggol Taekwondo Club@Yishun Taeseong TKD (Bukit Timah) K-Masters Taekwondo Pte Ltd TOP Taekwondo Academy Sembawang	
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7 THE YEAR AHEAD

STF's future plans

To refer to MYSP

STF's Commitments

STF's fund-raising plans for the following year

STF's expenditure plans for the following year

7.1 Tentative Events For April 2021 To March 2022

S/N	Event	Date
Competitions		
1	GetActive! Singapore PESTA Sukan Games 2021: Taekwondo Virtual Poomsae Competition	14-17 Aug 2021
	GetActive! Singapore PESTA Sukan Games 2021: Taekwondo Kyorugi Competition	28-29 Aug 2021
2	14 th National Poomsae Championship Ambassador Cup 2021	11-12 Sep 2021
3	Taekwondo Fortitude Online Championship 2021	1-14 Nov 2021
4	National Kyorugi Championship 2021	Dec 2021
Courses		
5	Poomsae Referee Course 2021	3-4 Apr 2021
6	Poomsae Coach Level 2 Course	17 April 2021

8 GOVERNANCE

8.1 Conflict Of Interest

8.1.1 IPC – Conflict of Interest Policy

All Board members and staff are required to comply with STF's conflict of interest policy. The Board has put in place procedures to declare actual or potential conflicts of interests on a regular and need-to basis. Board members also abstain and do not participate in decision-making on matters where they have a conflict of interest.

The following "Conflict of Interest" policy is practiced by the Board.

"Board members are expected to avoid actual and perceived conflicts of interest. Where Board members have personal interest in business transactions or contracts that the Federation may enter into, or have vested interest in other organizations that the Federation have dealings with, they are expected to declare such interests to the Board as soon as possible and abstain from discussion and decision making on the matter. Where such conflicts exist, the Board will evaluate whether any potential conflicts of interest will affect the continuing independence of the Board member and whether it is appropriate for the Board member to continue to remain in the Board."

All members declared that, as best they know and belief, and under no circumstances that they are aware of what may be construed as a direct or indirect conflict of interest.

8.2 Term limit of Board

8.2.1 The Elected Board members shall serve 4 years. However, for the 1st year of the new constitutional change, 5 Elected Board Members will serve a 4-year term and 4 with the lowest votes will serve a 2-year term. The Independent Board Members shall serve 2 years. Board Members may serve a maximum of 8 consecutive years (from 2017), after which, shall only be eligible for re-election after a 2-year lapse. The Treasurer can only serve 4 years and may only be considered for re-appointment as a Treasurer after a lapse of at least 2 years. The 4-year term has been discussed and passed as a resolution to be included in the Constitution. This is to provide Board members with a longer runway to translate and operationalise strategic plans.

8.3 Board Meetings and attendance

8.3.1 Eight Board meetings were held during FY2019/2020 and the attendance were as follows:

SN	Name of Member	Designation	% of attendance
1	Mr Edwin Lee	President	100%
2	Mr David Koh	Dy President	100%
3	Mr Lai Han Seng	Sec General	100%
4	Mr Johnny Lim	Treasurer	100%
5	Mr Michael Ho	Asst Sec Gen	100%
6	Mr Lee Thiam Poh	Asst Treasurer	88%

7	Mr Poh Tze Chap	AC Chairman	80%
8	Mr Ng Hwa Ann	Member	71%
9	Mr Sebastian Lee	Member	100%
10	Mr Tan Cheng Hui	Member	100%
11	Mr Arthur Ooi	Member	100%

8.4 Review And Commentary

Due to the presence of COVID-19, year 2020 continued to be a challenging year for the Federation.

To reduce the impact of COVID-19, Singapore underwent a Circuit Breaker from April 2020 till June 2020. Many physical activities were stopped, including the conduct of physical Taekwondo classes. Our affiliates either had to suspend their classes totally or shift their classes online. This was unprecedented but the resilience of our coaches and students shone through and they adapted to the new environment. As the number of cases waxed and waned, and safe management measures were tightened or relaxed accordingly, our affiliates did their best to keep things safe while continuing to provide their best for their students.

STF made several decisions to reduce the impact of COVID-19 measures. During the Circuit Breaker, besides allow higher poom/dans to send grading videos (up till 3rd dan) to STF, coaches were also allowed to conduct gradings for their lower belts online. For higher dans (4th and above), STF also conducted small-group physical gradings twice a year so that the higher dans continue to have opportunities to upgrade their rank. Poomsae coach courses with limited class sizes were also conducted in March 2021 to allow aspiring coaches to upgrade their knowledge and be certified.

In September 2020, STF conducted its first AGM after the changes in the constitution. The AGM was also special as this was the first AGM conducted after our suspension and it was conducted online due to COVID-19. A strong slate of nominees stood for election and 9 board members were elected. Also, for the first time, an Athlete's Commission Chairman was elected by eligible national athletes to give our national athletes a voice on the board. All these were under the watchful eye of our CEO Mr. Phoi Kwok Eng, who was appointed in late August 2021.

Besides Mr. Phoi, STF also hired its first Operations Manager, Mr. Kang Rui Jie, our SEA Games 2015 gold medalist in February 2021. Ms. May Chan was also hired to assist Ms. Rosalind in preparation for her planned retirement. STF will like to put on record our appreciation for Ms. Rosalind Ng for her years of service.

The year ended with sorrow with STF receiving news of the sudden demise of Mr. Milan Kwee. His death was a blow not just to Singapore Taekwondo but to World Taekwondo and the whole Singapore sporting fraternity. We all mourned the passing of a great leader who had provided astute leadership and made countless contributions during his tenures as our President.

We end the year as it started, with COVID-19 looming over our heads. It is still uncertain how long COVID-19 will affect us. We urge members to stay vigilant and comply with the safe management measures mandated by the authorities. STF will assess the situation and hope that we can organize tournaments and courses in the upcoming year.

Lastly, the Board will like put on record its appreciation to everyone for their cooperation and support for the last year and we look forward to another year ahead.

8.5 Governance Evaluation Checklist 2021

Applicable to large charities with gross annual receipts or total expenditure of **\$10 million or more**;

And IPCs with gross annual receipts or total expenditure **from \$500,000 to less than \$10 million**.

S/N	Code guideline	Code ID	Response (select whichever is applicable)	Explanation (if Code guideline is not complied with)
Board Governance				
1	Induction and orientation are provided to incoming governing board members upon joining the Board.	1.1.2	Not Complied	In the process of completing
	Are there governing board members holding staff appointments? (skip items 2 and 3 if "No")		No	
2	Staff does not chair the Board and does not comprise more than one third of the Board.	1.1.3		
3	There are written job descriptions for the staff's executive functions and operational duties, which are distinct from the staff's Board role.	1.1.5		
4	The Treasurer of the charity (or any person holding an equivalent position in the charity, e.g. Finance Committee Chairman or a governing board member responsible for overseeing the finances of the charity) can only serve a maximum of 4 consecutive years . If the charity has not appointed any governing board member to oversee its finances, it will be presumed that the Chairman oversees the finances of the charity.	1.1.7	Complied	
5	All governing board members must submit themselves for re-nomination and re-appointment , at least once every 3 years.	1.1.8	Not Complied	STF's Board tenure is currently 2 or 4 years. This is to provide Board members with a longer runway to translate and operationalise strategic plans.

6	The Board conducts self-evaluation to assess its performance and effectiveness once during its term or every 3 years, whichever is shorter.	1.1.12	Not Complied	The new Terms of Reference for the Committees were just complied. The Board will assess its performance based on this.
	Is there any governing board member who has served for more than 10 consecutive years? (skip item 7 if “No”)		No	Not done for this term as yet.
7	The charity discloses in its annual report the reasons for retaining the governing board member who has served for more than 10 consecutive years.	1.1.13		
8	There are documented terms of reference for the Board and each of its committees.	1.2.1	Complied	
Conflict of Interest				
9	There are documented procedures for governing board members and staff to declare actual or potential conflicts of interest to the Board at the earliest opportunity.	2.1	Complied	
10	Governing board members do not vote or participate in decision making on matters where they have a conflict of interest.	2.4	Complied	
Strategic Planning				
11	The Board periodically reviews and approves the strategic plan for the charity to ensure that the charity's activities are in line with the charity's objectives.	3.2.2	Not Complied	New Board will review the previous Board's performance as part of setting its goals and objectives for its term.
Human Resource and Volunteer² Management				
12	The Board approves documented human resource policies for staff.	5.1	Not Complied	Policy was presented to the Board, yet to be approved.
13	There is a documented Code of Conduct for governing board members, staff and volunteers (where applicable) which is approved by the Board.	5.3	Not Complied	Code of Conduct was presented to the Board, yet to be approved.
14	There are processes for regular supervision, appraisal and professional development of staff.	5.5	Complied	
	Are there volunteers serving in the charity? (skip item 15 if “No”)		Yes	

15	There are volunteer management policies in place for volunteers.	5.7	Complied	
Financial Management and Internal Controls				
16	There is a documented policy to seek the Board's approval for any loans, donations, grants or financial assistance provided by the charity which are not part of the charity's core charitable programmes.	6.1.1	Complied	
17	The Board ensures that internal controls for financial matters in key areas are in place with documented procedures .	6.1.2	Complied	
18	The Board ensures that reviews on the charity's internal controls, processes, key programmes and events are regularly conducted.	6.1.3	Complied	
19	The Board ensures that there is a process to identify, and regularly monitor and review the charity's key risks .	6.1.4	Complied	
20	The Board approves an annual budget for the charity's plans and regularly monitors the charity's expenditure.	6.2.1	Complied	
	Does the charity invest its reserves (e.g. in fixed deposits)? (skip item 21 if "No")		Yes	
21	The charity has a documented investment policy approved by the Board.	6.4.3	Not Complied	The status of the Fixed Deposits were discussed monthly at the board meetings.
Fundraising Practices				
	Did the charity receive cash donations (solicited or unsolicited) during the financial year? (skip item 22 if "No")		No	
22	All collections received (solicited or unsolicited) are properly accounted for and promptly deposited by the charity.	7.2.2		
	Did the charity receive donations in kind during the financial year? (skip item 23 if "No")		Yes	
23	All donations in kind received are properly recorded and accounted for by the charity.	7.2.3	Complied	
Disclosure and Transparency				
24	The charity discloses in its annual report — (a) the number of Board meetings in the financial year; and (b) the attendance of every governing board member at those meetings.	8.2	Complied	
	Are governing board members remunerated for their services to the Board? (skip items 25 and 26 if "No")		No	

25	No governing board member is involved in setting his own remuneration.	2.2		
26	The charity discloses the exact remuneration and benefits received by each governing board member in its annual report. <u>OR</u> The charity discloses that no governing board member is remunerated.	8.3	Complied	
	Does the charity employ paid staff? (skip items 27, 28 and 29 if “No”)		Yes	
27	No staff is involved in setting his own remuneration.	2.2	Complied	
28	<p>The charity discloses in its annual report -</p> <p>(a) the total annual remuneration for each of its 3 highest paid staff who each has received remuneration (including remuneration received from the charity’s subsidiaries) exceeding \$100,000 during the financial year; and</p> <p>(b) whether any of the 3 highest paid staff also serves as a governing board member of the charity.</p> <p>The information relating to the remuneration of the staff must be presented in bands of \$100,000.</p> <p><u>OR</u></p> <p>The charity discloses that none of its paid staff receives more than \$100,000 each in annual remuneration.</p>	8.4	Complied	
29	<p>The charity discloses the number of paid staff who satisfies all of the following criteria:</p> <p>(a) the staff is a close member of the family³ belonging to the Executive Head⁴ or a governing board member of the charity;</p> <p>(b) the staff has received remuneration exceeding \$50,000 during the financial year.</p> <p>The information relating to the remuneration of the staff must be presented in bands of \$100,000.</p> <p><u>OR</u></p> <p>The charity discloses that there is no paid staff, being a close member of the family belonging to the Executive Head or a governing board member of the charity, who has received remuneration exceeding \$50,000 during the financial year.</p>	8.5	Complied	

Public Image				
30	The charity has a documented communication policy on the release of information about the charity and its activities across all media platforms.	9.2	Not Complied	STF is reviewing its communication channels and will use social media platforms to share information to its members.

Notes:

¹ Staff: Paid or unpaid individual who is involved in the day to day operations of the charity, e.g. an Executive Director or administrative personnel.

² Volunteer: A person who willingly serves the charity without expectation of any remuneration.

³ Close member of the family: A family member belonging to the Executive Head or a governing board member of a charity —

(a) who may be expected to influence the Executive Head's or governing board member's (as the case may be) dealings with the charity; or

(b) who may be influenced by the Executive Head or governing board member (as the case may be) in the family member's dealings with the charity.

A close member of the family may include the following:

(a) the child or spouse of the Executive Head or governing board member;

(b) the stepchild of the Executive Head or governing board member;

(c) the dependent of the Executive Head or governing board member.

(d) the dependent of the Executive Head's or governing board member's spouse.

⁴ Executive Head: The most senior staff member in charge of the charity's staff.

Declaration



I declare that my charity's / IPC's governing Board has approved this Governance Evaluation Checklist and authorised me to submit on its behalf.

All information given by me in this checklist submission is true to the best of my knowledge and I have not wilfully suppressed any material fact.

The full responsibility for providing accurate and updated checklist information will rest with my charity's / IPC's governing Board.

Prepared by:

Mr Lai Han Seng

Secretary General

End of Report